



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Transportation, Indiana Department of. Real Estate Division.

Agency: Real Estate Division		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2004-09	<b>HIGHWAY RIGHT OF WAY PLANS</b> These digitally created original plans are stored in the agency's Electronic Records Management System (ERMS) and are similar to highway design plans. The original plans are used by the agency to show the property lines and the actual taking of land purchased for the state highway system. No fiscal documents are included with these plans.	IMAGE according to IARA imaging standards upon receipt. In a format approved by Indiana Archives staff, TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY originals after verification of electronic images for completeness and legibility, and after INDIANA ARCHIVES transfer. DELETE agency copies of electronic records when all corresponding roads have been removed from the highway system.
2	84-894	<b>RIGHT OF WAY RECORDS</b> This record series is arranged by Real Estate LA Code and parcel number, and consists of the original documents by which property for the state highway system was acquired; either as condemnation files or as secured files. That is, the previous owner has received payment; the deed has been filed with the County Recorder; and State of Indiana ownership is now shown in the office of the County Auditor. The acquisition instrument in the secured file is the warranty deed, quit claim deed, or grant of easement; Statement of the Basis for Just Compensation, and review appraisal. A secured file will include everything except the actual appraisal and all relocation documents. All vouchers that have been coded for payment must be retained. The acquisition instrument in the condemnation file is a recorded court judgment signed by the judge (it replaces the deed). All abstracts of title, policies of title insurance, and other title papers shall be retained pursuant to IC 8-23-7-32. Disclosure may be affected by IC 8-23-2-6(c) (1) and (2). This is a critical record.	IMAGE according to IARA imaging standards and MICROFILM according to 60 IAC 2 upon receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges, and after final payment is made. TRANSFER original microfilm negative roll to the INDIANA ARCHIVES for permanent archival retention, and also TRANSFER one (1) copy of electronic records along with an index, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY originals after verification of electronic images and microfilm for completeness and legibility. MAINTAIN agency copy of electronic records permanently.
3	2004-10	<b>ENGINEERING RECORDS</b> These records are created for each parcel of land needed for a highway project. The engineering records consist of area computations (pavement, land to be taken, and existing right-of-way) and parcel documentation (an abstract outline). These records may be used in litigation with the Indiana Department of Transportation and excess land transactions. These records are uploaded to our Electronic Records Management System (ERMS). No original fiscal documents are maintained with these records.	IMAGE according to IARA imaging standards upon creation. In a format approved by Indiana Archives staff, TRANSFER one (1) copy of electronic records along with an index to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. DESTROY originals after verification of electronic images for completeness and legibility, and after INDIANA ARCHIVES transfer. DELETE agency copies of electronic records after disposal of any excess land or removal of land from the highway system.
4	2004-11	<b>EXCESS LAND RECORDS</b> These records contain the Division's copy of the Quit Claim Deed that was submitted to the requestor or the abandoned right of way grant, correspondence, the Commissioner's Order Approving the Transfer, a survey, legal description, environmental review, and the appraisal. Disclosure may be affected by IC 8-23-2-6(c) (1) and (2). Retention based on IC 8-23-7-32. This is a critical record.	IMAGE according to IARA imaging standards and MICROFILM according to 60 IAC 2 upon receipt. TRANSFER original microfilm negative roll to the INDIANA ARCHIVES for permanent archival retention, and also TRANSFER one (1) copy of electronic records along with an index, in a format approved by Indiana Archives staff, for EVALUATION, SAMPLING and WEEDING pursuant to archival principles. MAINTAIN agency copy of electronic records permanently.

Approved by the Indiana Oversight Committee on Public Records

5	2005-27	<b>LOCAL PUBLIC AGENCY (LPA) PROJECT FILES</b> Records include both participating (federal funds were used in the right-of-way project) and non-participating (no federal funds were used) files. Typical files include original Division spreadsheets, a log of payment vouchers for participating files, a log of all parcel components and original and copies of all documentation involved in the taking of land for local projects. The local public agency, such as Indiana cities and counties, maintains original records, as does the consulting engineering firm. INDOT is not a party to this contract and merely ensures compliance with applicable federal regulations.	DESTROY after three (3) State Fiscal Years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
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